



New Jersey Department of Children and Families Policy Manual

Manual:	OOE	Office of Education	Effective Date:
Volume:	I	Office of Education	
Chapter:	A	Office of Education	3-27-2006 rev. 8-7-2006
Subchapter:	1	Office of Education	
Issuance:	47 ADDENDUM	Reporting Potentially Abused, Neglected, Missing and Exploited Adult Students	Revised:

SUBJECT: Reporting Potentially Abused, Neglected, Missing and Exploited Adult Students

EFFECTIVE DATE: March 27, 2006

REVISED DATE: August 7, 2006

A. OBJECTIVE

To provide employees, volunteers and interns in Department of Children and Families (DCF) and Department of Human Services (DHS) operated and contracted State facility education programs with a policy and procedures for reporting potentially abused, neglected, missing and exploited adult students.

B. STANDARDS

Any person who has reasonable cause to believe that a vulnerable adult is the subject of abuse, neglect or exploitation shall report the information to Adult Protective Services and other available resources.

A potentially missing adult student shall be reported to law enforcement authorities in accordance with DCF Administrative Order 2:05, Office of Education Policy #29, and the DCF Regional School Safety Plans.

C. DEFINITIONS

“Abuse” means the willful infliction of physical pain, injury or mental anguish, unreasonable confinement, or the willful deprivation of services which are necessary to maintain a person’s physical and mental health.

“Exploitation” means the act or process of illegally or improperly using a person or his resources for another person’s profit or advantage.

“Missing adult student” means a student, over the age of 18 years, whose absence from school cannot be explained or discovered through routine methods, such as calling parents/residential providers, contacting the student’s school district and making home visits. If a parent or law enforcement officer reports an adult student as a runaway or otherwise missing, this shall also constitute a “missing adult student.”

“Neglect” means an act or failure to act by a vulnerable adult or his caretaker which results in the inadequate provision of care or services necessary to maintain the physical or mental health of the vulnerable adult, and which places the vulnerable adult in a situation which can result in serious injury or which is life-threatening.

“Vulnerable adult” means a person 18 years of age or older who, because of a physical or mental illness, disability or deficiency, lacks sufficient understanding or capacity to make, communicate, or carry out decisions concerning his well-being and is the subject of abuse, neglect or exploitation.

D. PROCEDURES

1. Any DCF or DHS school employee, volunteer or intern who has reasonable cause to believe that an adult student has been subjected to abuse, neglect or exploitation shall immediately report the matter to the Adult Protective Services (APS) agency in their respective county (Addendum Attachment 1-A) and to other resources, as appropriate, including, but not limited to: a DHS Division of Developmental Disabilities (DDD) case manager, parent/guardian, Probation Officer, child study team case manager and/or residential provider.
2. The person reporting suspected or known adult student abuse, neglect or exploitation shall provide, when possible, the following information: the name and address of the vulnerable adult student; the name and address of the caretaker; the nature and possible extent of the vulnerable adult’s injury or condition as a result of abuse, neglect or exploitation; and any other information the reporting person believes may be helpful. These notifications shall be documented on the “School Reference Form” (Addendum Attachment 2-A).
3. The ES or designee shall complete an Unusual Incident Report in accordance with the applicable departmental and divisional policies, including OOE Policy #29, as appropriate.
4. The ES or designee shall report suspicions regarding abused, neglected, missing, or exploited adult students to the appropriate law enforcement authorities as directed by the applicable departmental and divisional policies,

including OOE Policy #29 and the DCF Regional School Safety Plans, as appropriate.

5. The ES or designee shall notify the appropriate OOE Regional Administrator.

Debra Stewart
Director
Office of Education

Attachments

[AttachmentA_A-1A](#): Adult Protective Services Agencies